



State of Delaware  
Department of Correction  
245 McKee Road, Dover, DE 19904

Employee Development Center  
Telephone (302) 739-5601 Fax (302) 739-5751



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## EDC TRAINING ANNOUNCEMENT

### Coaching and Counseling for Lead Workers

**DATE(s):** March 18 & 19, 2009

**TIME:** 9:00 AM To 4:00 PM

**WHERE:** Department of Correction  
245 McKee Road  
Dover, DE 19904  
Room 502/503

**WHO SHOULD ATTEND:** Correctional Corporals, Sergeants, Senior Probation Officer and Lead Workers

**COURSE DESCRIPTION:** The intent of the course is to improve performance with effective coaching and counseling techniques.  
Upon completion of this training, participants will be able to:  
    Define Coaching as it pertains to the work environment  
    Identify five basic coaching steps for developing improved work performance.  
    Develop an eight-step coaching checklist to help improve work performance.  
    Identify and demonstrate four primary coaching skills.  
    Identify and demonstrate understanding of the necessity for three conditions that call for a counseling session.  
    Access a need for, and design/implement a coaching plan to achieve predetermined goals.

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#### REGISTRATION INSTRUCTIONS:

Registration Forms and/or Questions concerning this training announcement should be directed to:

Juanita Evans  
Phone: 739-5289 | Fax: 739-5751  
E-mail: [juanita.evans@state.de.us](mailto:juanita.evans@state.de.us)

**DEADLINE:** March 06, 2009

[Click Here To Complete The Travel Training Form](#)